

# Marlboro Township Recreation & Parks Commission

1996 Recreation Way / Marlboro, NJ 07746 / (732) 617-0100 Fax (732) 536-2376

## **SUMMER CAMP EMPLOYMENT APPLICATION PACKAGE**

This employment package has been prepared to inform you of the commitment we require from our staff. Below is a list of dates that you **must** be available to work as well as the Staff Attendance Policy.

Attached you will find our employment application which must be completed in its entirety along with the Counselor job description. Applications must be returned by **JANUARY 27, 2012**. Applications received after January 27, 2012, will be kept on file and may not be granted an interview.

If you have any questions please contact Recreation Office.

### EMPLOYMENT DATES - MANDATORY

<b>New Counselor Orientation</b>	<b>Saturday June 9, 2012 (tentative date)</b>
<b>Staff Orientation</b>	<b>Friday June 22, 2012</b>
<b>Camp</b>	<b>Monday June 25, 2012 through August 3, 2012</b>

### ATTENDANCE POLICY

Since staff absences can adversely affect site operations as well as coworkers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Acting Superintendent of Recreation, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators who will, at their sole discretion, designate the occurrence as either excused or unexcused. Unexcused absences will result in disciplinary action that could include immediate termination of employment.

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**PRINT NAME CLEARLY**

**RETURN BY JANUARY 27, 2012** (Deadline for consideration - Application does not guarantee employment)

**Marlboro Township Parks and Recreation Commission  
SUMMER PROGRAM EMPLOYMENT APPLICATION**

**Must be 15 yrs old prior to June 25, 2012 or completing 9<sup>th</sup> grade**

**All Information must be filled in- Interview letters will be sent via email.- WRITE CLEARLY**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Town/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Social Security Number # \_\_\_\_\_

Position Applied For: ☐ Counselor ☐ Activities Coord. ☐ Arts/Crafts ☐ EMT ☐ Other ☐ Lifeguard  
15 yrs old or Completed 9<sup>th</sup> gr Completed 1 yr College 18 yrs old w/Art background 16 yrs old/ EMT Certified ex/Bldg Maint 16 yrs old cert req.

**Education**

**HIGH SCHOOL**

**COLLEGE**

School Attending \_\_\_\_\_

Yrs. Completed \_\_\_\_\_  
As of June 2012 \_\_\_\_\_

In Case of an Emergency: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Extra curricular activities and interests (CLUBS/ORGANIZATIONS)

\_\_\_\_\_  
\_\_\_\_\_

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**NO APPLICATION WILL BE ACCEPTED OR CONSIDERED FOR  
EMPLOYMENT UNLESS COMPLETED, INCLUDING COPY OF  
BIRTH CERTIFICATE AND REFERENCE LETTERS**

(Continue on reverse side)

Has any member of your family ever worked for Marlboro Recreation? \_\_\_\_ If yes, state who and in what capacity\_\_\_\_\_

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**COUNSELOR POSITIONS MUST PROVIDE:**

\*Two letters of recommendation **(may not be relatives, or Township of Marlboro employees, or references listed below)**

\*Copy of Birth Certificate

List and give a brief description of your qualities and work experience:

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List **3** references: **(may not be relatives, or Township of Marlboro employees)**

Name

Address

Phone# (include Area Code)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

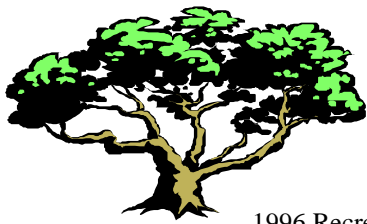
**Check boxes to agree to the Marlboro Recreation Summer Camp Attendance Policy**

☐ I understand that I must be available to work the entire summer camp season starting Friday, June 22, 2012 through Friday, August 3, 2012

☐ Since staff absences can adversely affect site operations as well as co-workers and campers, an excellent attendance record is expected of all employees. Should an absence occur without prior written approval from the Acting Superintendent of Recreation, a letter of explanation must be presented immediately upon return to work. An absence of this type will be reviewed by senior camp administrators who will, at their sole discretion, designate the occurrence as either excused or unexcused. Unexcused absences will result in disciplinary action that could include immediate termination of employment.

**MAIL TO: MARLBORO RECREATION, SUMMER JOBS  
1996 RECREATION WAY  
MARLBORO, NEW JERSEY 07746**

**RETURN BY JANUARY 27, 2012 (Deadline for consideration)**



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## **JOB DESCRIPTION – COUNSELOR**

### **Function:**

Under supervision, is responsible for a group of campers and one or more activities of the camp program and does related work as required.

### **Supervision:**

Responsible to Group Leader, Site Director, Acting Superintendent of Recreation, Camp Director, and/or Recreation Superintendent.

### **Duties:**

#### **⚡ TO BE WITH YOUR GROUP/CAMPERS AT ALL TIMES!**

- Organizes, promotes, leads, teaches and conducts one or more activity classes of camp program such as sports, arts & crafts, games, music, and special features and events.
- Conducts surveys of campers as to interests, problems, and pertinent matters.
- Acts as advisor, counselor, teacher, and manager of a group of participants.
- Cooperates in and assists in conduct of camp-wide special days and events.
- Follows set rules and regulations for safety and welfare of participants.
- Assists in the daily maintenance and sanitary operation of the facility.
- Inspects facility, equipment, and area for health and safety; corrects or reports improper and hazardous situations.
- Reports to Supervisor on activities, participant's plans, programs, problems and needs; recommends action, and carries out policies of the Recreation Department.
- Checks schedules of the assigned group and assists in arranging their activities and in solving their problems.
- Maintains appropriate records and inventories and makes reports.
- Responsible for the supervision of the children enrolled while ensuring health and safety.

### **Qualifications:**

- Skills in the leadership of one or more types of camp skills.
- Ability to work with campers, staff, parents, and the ability to speak before a group and to communicate clearly and concisely.
- Ability to inspire confidence and enthusiasm in participants.

### **Special Requirements:**

**Must be 15 years of age, or completing grade 9, prior to the start of the camp season.**